

AUGHNACLOY PRIMARY SCHOOL

WAITING LIST POLICY

This policy is in place to ensure clarity and transparency on the admission of pupils to Aughnacloy Primary School. It will apply to all pupils who do not gain admission to the school through the normal process.

Should a vacancy arise after placement letters have been issued from the school then all applications for admission to primary that were initially refused, will be treated equally and the published admission criteria applied.

Applications where new information has been provided will be treated equally and the published admission criteria will be applied.

Where an offer of a place is made for primary one a letter will be forwarded to the parent/guardian of the child.

Once a formal letter of offer has been issued, parents/guardians have 10 working days from the date of the letter to contact the school and accept or reject the place. All acceptances or rejections of a place at Aughnacloy primary School must be done in writing. Emailed correspondence will be accepted. If the school does not receive a reply by the end of the tenth working day, it will be assumed that the place is no longer required. The school will then revert to its procedures and offer the place to the next person on its Waiting List.

If after 30th June parents still wish that their child is to gain a place in the school and there are no vacancies then the parents/guardians are asked to notify the school in writing of their wish to have their child added to the new Waiting List.

Parents/guardians should contact the school as soon as possible if they wish to have a child's name removed from the waiting list.

The school must ensure that it can accommodate the number of pupils it admits to the school in any one year group. Regulations on maximum class sizes must be adhered to by the school when considering applications for any year group. This includes implications for health and safety and the regulations must be considered before admitting a pupil from the Waiting List into a particular year group. Parents/guardians will be notified in writing if their child gains a place in the school.

April 2022